

## **PUBLIC NOTICE**

Notice is hereby given that the County of Webb is currently accepting Request for Qualifications for the Human Resource Director.

Copies of the Request for Qualifications may be obtained at the Webb County Purchasing Department, 1110 Washington, Ste. 101, Laredo, Texas 78040.

Interested parties must submit one (1) Original Proposal with eight (8) copies must be submitted in sealed envelopes to the Office of the Webb County Clerk. Sealed statements must be marked with proposal number and services on front lower left hand corner of envelope as follows:

**Q-2006-02      “Request for Qualifications for the Director of the Human Resource Officer”**

Proposals can be either hand delivered or mailed to the following locations:

**Webb County Clerk  
Webb County Justice Center  
1110 Victoria St., Suite 201  
Laredo, Texas 78040**

The Original Proposals and Eight (8) copies must be delivered no later than **2:00 P.M., May 02, 2006**, at which time all proposals received will be opened and read to the public. Late proposals will not be considered. For additional information contact the Webb County Purchasing Office at (956) 523-4125.

The County of Webb reserves the right to reject any and all proposals or to select the proposal that is in the best interest of Webb County.

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Eloy Ramirez, Jr.  
Purchasing Agent

Advertise on the following dates:

April 02, 2006

April 09, 2006

April 16, 2006

Purchase Order



WEBB COUNTY  
REQUEST FOR QUALIFICATIONS

JOB TITLE: HUMAN RESOURCE DIRECTOR

REPORTS TO: COMMISSIONER'S COURT

DEPARTMENT: HUMAN RESOURCE OFFICER

SUMMARY:

Must be aware of existing and updates in laws, safety regulations, and rules and policies and informs the Commissioner's Court and Department Heads of such changes. Plan, direct, coordinate, monitor and supervise all personnel function in the Human Resources' Department. Make certain that the establishment of administrative standards, policies and procedures are maintained at the highest possible level to ensure effective practices and high quality results in the Human Resources Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Make sure that the Human Resources Department (HRD) service oriented and that it exists to facilitate the fair application of personnel policies, procedures, laws and practices for all employees.
- The HRD must maintain a current comprehensive manual of Webb County Policies and Procedures and make sure that they are communicated and recommend changes as needed.
- The HRD will have orientation for all the new Webb County employees. The orientation will cover life and health insurance, safety, workers' compensation, accident reporting, county vehicle policy, drug and alcohol policy and cafeteria plan. A copy of the Webb County Policies and Procedures Manual will be given to every new employee.
- The HRD will scrutinize, assess and keep current the county's Affirmative Action Plan.
- The HRD will review all requests for job vacancies postings and monitor all hiring practices to assure that all Webb County Policies and Procedures are followed and are in accordance with the affirmative action and equal opportunity laws.
- Evaluate and screen applications to assure they meet criteria set out by the Departments under Commissioners' Court.
- Clears recommended applicants and verifies applications resumes and references for submission to the proper Department Head.
- Arranges the applicant's interview with the Department Head.
- Authorizes new hires to report to work.
- Conducts exit interviews for all employees with HIPPA and Records Management Schedule for destroying and retention of records under Federal, State, Local law, rules and regulations.

- Maintain copies of all Job Descriptions as per each department's specifications.
- Ensure employees that no kind of harassment will be tolerated and violations will be dealt with swiftly.
- Must have the ability to express ideas in logical, coherent fashion; ability to achieve mutual understanding; effective in interchanging ideas; to summarize and communicate with Commissioners' Court.
- Must have the ability to formulate plans, set priorities, and implement these plans; ability to arrange and supervise the work of subordinates.
- Performs related duties and oversees special projects as directed by Commissioners' Court.
- Must follow all procedures set in place.
- Must perform any other additional duties assigned by the Commissioners' Court.

## QUALIFICATION REQUIREMENTS:

### EDUCATION:

Graduation from an accredited college or university with a Bachelors Degree in Human Resources,  
Statement of Qualifications must be submitted to the Webb County Clerk with ten (10) copies in one sealed envelope with RFQ number and description of service on front lower left hand corner of envelope.

Mark Request for Qualifications: Q-2005-10" Director of Human Resource Officer".

Statement(s) must be hand delivered or mailed to the following location:

Honorable Margie Ramirez Ibarra  
Webb County Clerk  
Webb County Justice Center  
1110 Victoria St., Suite 201  
Laredo, Texas 78042

Request for qualifications must be received no later than 2:00 P.M., October 4, 2005, at which time all RFQ's will be read to disclose the name and number of participants.

The content of all qualification statements will remain confidential and are not subject to disclosure to the public until the Commissioners Court fills the

Position. RFQ's not received by the time set forth in this document will not be considered. Persons wanting to participate will be responsible for insuring the delivery of his/hers respective statements.

A. Statement Requirements:

1. Table of Contents: Must clearly identify material by section and page number. To include:

Title Page: Name of applicant, address, telephone number, email address and date.

Letter of Transmittal: State your understanding of the overall management and operation, and responsibilities of the Director of the Human Resource Office.

Planned Approach: State your goals and objectives as it relates to the administration of the Director of the Human Resource Officer.

Scope of Service: Describe your Qualifications in relation to the preparation, coordination and supervision of the Director of the Human Resource Office administration process and include and special conditions, limitations or circumstances applicable or required.

Conflict Disclosure: List the names of any persons employed by any Governmental agency within the County of Webb and identify the degree of relationship by consanguinity or affinity. Prospective applicants will be required to execute notarized affidavits denying influence to governing body as promulgated by the Texas Attorney General. The terms of the affidavits will be provided upon request.

#### CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess proof of current valid Texas Motor Vehicle Operator's License and current liability insurance.
- Must be able to be insured by the County's insurance carrier.

#### OTHER SKILLS AND ABILITIES:

- Requires the ability to read a variety of reports, correspondence, technical manual, forms, logs, charts, etc.
- Requires the ability to prepare a variety of reports, forms, etc. Using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to speak to people with poise, voice control and confidence.
- Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, and establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions diagrammatically form; and to deal with several abstract and concrete variables.
- Requires the ability to deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under minimal levels of stress when confronted with persons acting under stress.
- Ability to work irregular hours.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required walk; sit; use hands and finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel.

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

#### SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time.
- Operating assigned equipment.

Maintain mental capacity which permits:

- Making sound decisions and using good judgment.
- Handling financial affairs effectively and honestly.
- Demonstrating intellectual capabilities.

Effectively handle a work environment and conditions which involve:

- Working closely with others.
- Working in a multi-task environment.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations.
- Reading and writing.
- Operating assigned equipment.
- Communicating with others.

#### ACCIDENTAL PREVENTION PROGRAM:

Required to follow all Departments' safety regulations.

